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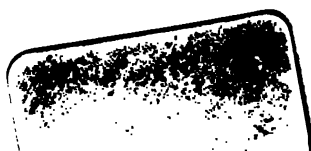
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THE  
OFFICER'S GUIDE.



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THE  
OFFICER'S COMPLETE GUIDE.

BY  
LIEUT. A. S. HAIG

55TH REGIMENT BENGAL INFANTRY.

LONDON:  
WM. H. ALLEN & CO., 7, LEADENHALL STREET.

1856.

*231. C. 25*



## P R E F A C E .

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HAVING for a period of six years served as Adjutant of my regiment, and during that time frequently experienced the great inconvenience of being often obliged to hunt through books of General Orders, Pay Regulations, &c., when requiring information on certain points of duty, and being aware from the frequent references made to me that many others have felt the same want of some one source to which they might apply for instruction in what was required of them, on various occasions, it has occurred to me that throwing my experience into the form of alphabetical memoranda might be very useful; and they are now published in the hope that, by consulting them, officers may obtain at once information that has cost me and others much time and trouble to become possessed of.

Since "The Officer's Guide" was prepared for the press, and the above written for its "Preface," the compiler has become aware, through the publication, in



“Allen’s Mail,” of G. O., C. C. 13th September, 1855, hat it is the intention of Government to issue a new “Code of Regulations” for the convenience of officers, and as the intended work may in some measure meet the requirements of the army, and anticipate the usefulness of “The Officer’s Guide,” the compiler had doubts whether to publish these memoranda; but since it is improbable that the new code, however complete a reference and guide, should be so minute in its directions (especially in the office details of the regiment) as to make this effort altogether superfluous, he is induced to offer the result of his experience and research to his brother officers, in the expectation that it will be found of great use, if not such an indispensable assistant as was anticipated.

BELCHAMP ST PAUL’S, SUFFOLK,

*March, 1856.*

## MEMORANDA FOR THE LETTER A.

Copies of division or station orders, regarding **Abstracts.** the movements of regiments, will be attached to the Abstract of Adjutant of Regiment or Detachment.—Pay and Audit, 1849, section 29, page 101. .

Of detachments of the regiment above two **Abstracts** companies to be a general one, prepared by officer commanding it. Military Auditor General Circular, No. 10, July 6th, 1853.

No man acquitted or convicted by a Court **Acquitted.** Martial can be tried for the same offence a second time.—Article of War, 109.

See "Sergeants."

**Advance-  
ments.**

Command allowance to be drawn by officer **Allowances.** commanding a station where two complete corps of the line are cantoned.—G. O. G. G. May 23, 1845.

Average strength during year of corps re- **Annual Re-  
turn of sick** quired, and not monthly strength. All men absent, from whatever cause, to be included. The return to be a general one, from head quarters of Regiment, and not from wings of corps.—G. O. C. C. 12th Sept. 1851.

Form for recommending sergeant major.— **Annuity.** page 602 of G. O. 1851, and page 452 G. O.

1852, and G. O. C. C. 22nd March, 1853, pages 146 and 172. See Rolls.

**Appeals** Against retrenchments, &c. sent to Adjutant-General's Office. All papers connected with it to be in duplicate.—G. O. C. C. 28th July, 1851, page 367.

**Appoint-  
ments.** See "Furlough" and "Rolls" and "Wings."  
**Appoint-  
ments.** Rules regarding all.—G. O. G. G. 10th June, 1853.

**Appoint-  
ments.** Rules regarding the vacation of.—G. O. G. G. 21st Sept. 1855.

**Appoint-  
ments.** Application for.—G. O. C. C. 10th Feb. 1851, page 70.

**Appoint-  
ments.** Artillery officers eligible for.—G. O. G. G. 26th Dec. 1855.

**Arrears** Of pay, not admissible to soldiers, struck off, and re-enrolled by order, unless the order gives them arrears.—page 252 Pay and Audit, 1849.

**Ava.** No military officer to enter the territories of the king of, without the previous sanction of the Commissioner of Pegu.—G. O. P. C. 14th Sept. 1855.

#### MEMORANDA FOR THE LETTER B.

**Bahadoors.** See "Order of British India."

**Batta.** Three days preceding and three days following a march allowed to regiment when changing its station.—G. O. G. G. 23rd March, 1842.

**Batta.** Also same batta allowed to company or de-

tachment of the strength of a company leaving cantonments on field or other special service.

—G. O. G. G. 7th Feb. 1845.

Vide “Cuttings,” letter C.

Batta.

Half Batta Stations are those within 200 Batta. miles of the Presidency, such as Chinsura, Berhampore, Barrackpore, Dum Dum, Dacca, Midnapore, and Bancoora.

Recommended for.—G. O. C. C. 6th June, Bazaar, Ser-  
1850, and July 20th, 1853. geants

To obviate the difficulty which officers who Bombay. proceed to Bombay on M. C. preparatory to the embarking for the colonies experience in drawing their arrears of pay, at that Presidency, they should, before proceeding to Bombay, furnish security of agents, or other responsible parties, exactly as they do when embarking from Calcutta in similar circumstances. — G. O. C. C., 13th Aug. 1853.

Officers applying to visit, on their way home Bombay. or to the colonies.—G. O. C. C. 11th Jan. 1854, page 17.

Officers going on furlough from Bombay Bombay. require to produce a last pay certificate from pay master of division. No demand certificate from Accountant Military Department or Military Auditor General. A copy of G. O. G. G. granting leave *via* Bombay to Europe. The following certificate :—“ I hereby declare, upon

my honour, that I have not received any advance on account of my pay and allowance, from any civil or military authority, since the date specified in my last pay certificate."

Bombay.

Signature.

Date.

Bombay. Security will be required for pay and allowances drawn at Bombay, if not already furnished to Bengal authorities. The security may be given by a brother officer or respectable agent of Bombay after this form:—

"To the Military Paymaster.

"Sir,—Lieut. —, of — Regt. having obtained leave to proceed to —, we hereby engage to repay to the Government of Bengal the amount of any demands that may be made by the Military Auditor General, or of outstanding balances against him for two (2) years from this date. I have, &c. &c."

Two securities sign name and rank in full.

Bombay. Officers going on medical certificate have free passage on Government steamers, but not food, wine, &c. found.

Bombay. Allowances, Military Fund, are not payable at Bombay, and no staff, command or horse allowance payable at Bombay.

Bombay. On arriving at, officer goes to the Adjutant-General's Office, and Town Major's, and reports his arrival by writing his name in a book

ready on a table ; sends 2 copies of his case and medical certificate to the garrison surgeon, who then calls on him and asks him if he has his "No Demand Certificate ;" and if he has not, tells him to let him know when it comes, as he cannot go without it. If he has it, the Dr. tells him to attend at the Medical Board, at the Town Hall, on a certain day, and on his doing so, the Board look at him and recommend him so much leave, and give him one statement of case back and a certificate, which he sends (or takes at once if he writes it beforehand), with a letter addressed to the Deputy Adjutant-General, together with a "No Demand Certificate," and stating whether he wishes to go home on the old or new rules. He is then put in orders.

Pay to draw.—Take to the Presidency Pay <sup>Bombay.</sup> Office a last pay certificate, security paper, life certificate dated 1st of month, subsequent to that for which pay is required, copy of order granting leave to Bombay, a certificate certifying on honour that you have not drawn any pay since date of last pay certificate. A writer then makes out an abstract in triplicate, for which you pay 12 annas. You sign them. The above papers are attached, and all sent to be audited. You go again in two or three days and get the money.

- Bombay. See "Passage Money and Pay," letter P.  
 Buglers Enlisting, &c.—see "Drummers," letter D.

### MEMORANDA FOR THE LETTER C.

- Cadets. On arrival at Fort William, the superintendent of cadets receives charge of them, and by him they are instructed in all that is required of them.
- Cadet. A person appointed a direct cadet while abroad. Rules regarding his examination, &c., G. O. C. C., 16th Sept. 1852, page 482.
- Camp followers Punishable the same as enlisted soldiers. G. O. P. C., 7th July, 1843.
- Carriage. G. O. C. C., 18th June, 1849; G. O. C. C., 27th March, 1850; G. O. P. C., 27th Nov. 1850; G. O. P. C., 17th Oct. 1851; G. O. C. C., 5th Nov. 1844; G. O. G. G., 2nd May 1845; G. O. C. C., 21st Dec. 1847.
- Carriage. How obtained in the territories from Umballah to Pershawur.—G. O. C. C., 20th August, 1852, page 441.
- Carriage For 8 or 10 men besides two (2) Doolies to accompany corps on the march; should sick increase, carriage to convey 5 men per company may be entertained by C. O. Each cart to be provided with straw, covering, and bedding. All orders above 5 men per company to be sent, for sanction of Government as directed

in G. O. G. G., 30th of September, 1847;  
G. O. P. C., No. 541, 17th October, 1851.

Not to be indented for for detachments of Carriage less than a company.—Pay and Audit, 1849, page 35.

Half hire to be paid from day on which car- Carriage. riage was seized, and half hire back at the rate of 16 miles (8 koss) a day.—Pay and Audit, 1849, page 35.

A camel carries 5 maunds; a 2-bullock Carriage. hackey, 10 maunds; 3-bullock hackey, 15 maunds; and 4-bullock hackey, 20 maunds.—Pay and Audit, 1849, page 37.

Life certificate of a Sepoy, admitted into Certificates. hospital on his way back from leave, to state whether his sickness came from overmarching.

No demand certificate.—Vide G. O. P. C., Certificates. 2nd Dec. 1848.

As laid down in G. O. C. C., 22nd May, Certificate 1844, to be laid before Court Martial.—G. O. C. C., 16th of May, 1846.

Sepoys taking discharge entitled to all Clothing. clothing except coat and pantaloons due for the two years previous to 1st Jan. of the current year.—Standing Orders, section 18.

New Code how to be considered.—G. C. O. C., Code. 13th Sep. 1855.

The Havildar next to the last made, if Colour nothing against him, if so, the next, and so on Havildar.



to be made when a vacancy occurs by the C. O. in regimental orders. No rolls called for, the man made, gets no arrears, only paid from date of appointment, so should be made as soon as vacancy occurs.

- Colour Havildars** When promoted to jemadars are not entitled to colour havildar allowance from date of promotion to jemadar.—Pay and Audit, 1849, page 248.
- Colour Havildar** Gets his staff pay from date of R. O. if present, and from date of joining if absent.—Pay and Audit, 1849, page 248.
- Colonies.** See “Furlough to” and “Bombay.”
- Command.** Rules for vacation of.—G. O. G. G., 21st Sept. 1855.
- Command.** When the command of a regiment becomes vacant, the senior officer in actual performance of regimental duty, though detached at the time, gets the allowance.—Pay and Audit, 1849, page 87.
- Commands** Of division.—G. O. G. G., 3rd Jan. 1856.
- Command** If an officer is sick over a month, to make over command of corps to next officer.—Pay and Audit, 1849, page 88.
- Command.** When an officer is removed and makes over the corps, a report of the date of doing so to be made to the adjutant-general and assistant adjutant-general of division, and when an officer assumes command from another, from having

joined it as a senior officer, he makes same report.

To have official rank of lieutenant colonel when below that rank in the army.—G. O. G. G., 3rd Jan. 1856. Commissary General

Of sentence of R. M. C.—Art. 79. Commutation

An officer sick one month is not entitled to hold a company.—G. O. C. C., 19th Sep. 1849. Companies.

New form of books for.—Circular, No. 2606, of 22nd Nov. 1847. Company.

Men sentenced to, for disgraceful conduct, to be dismissed with ignominy.—Art. 88. Corporal Punishment.

With head quarters, parag. of letters always to be numbered.—G. O. C. C., 27th March, 1854. Correspondence

Regimental court martial, charges made out the day before trial, and read to prisoner, and be asked if he has any witnesses. Charge left at the quarter guard. Age and service of the prisoner required. Regimental order book to be taken to the court after the court martial has been confirmed, sent to the Dep. J. A. G. of Division for register, with the regimental number for the year on the back. Court Martial.

District Detachment and Line Court Martial. When the man is kept in the regiment to have this certificate attached—"That an extract has been made sufficient for the purposes of the 109th Article of War, signed by officer commanding company, Court Martial.

**Court Mar-  
tial**      Officers, members of general court martial, not permitted, except on sick certificate, to go on leave till confirmation.—G. O. C. C., 7th July, 1847.

**Court Mar-  
tial.**      See “Summary of Evidence,” Letter S.

**Court Mar-  
tial.**      Regimental Court Martial do not require the confirmation of the major-general unless the sentence is hard labour. Hard labour involves dismissal. Imprisonment, without hard labour, exceeding six months, involves dismissal.

**Court Mar-  
tial.**      District Court Martial. If a man is to be tried by a summary of evidence, and charges made out and forwarded to the assistant adjutant-general of division, with letter soliciting major-general's orders regarding the same.

**Court Mar-  
tial.**      Confirmed by commanding officer.—Vide 79th Article.

**Court Mar-  
tial, Regi-  
mental.**      Charge for overstaying leave, “For having failed to rejoin his regiment at — on the — of — 185 , when the leave granted him expired, and having overstayed his leave from the — to the — 185 .”

**Court Mar-  
tial.**      Previous convictions to be inquired into thus: “1st, Has the prisoner been warned that his former convictions would be brought in evidence against him? 2nd, State what you know upon the subject of former convictions against the prisoner?”

**Court Mar-  
tial.**      On line of march.—Vide letter L——.

Limitation to liability to trial by.—Vide Court Martial.  
letter L.

Regimental, must never have less than (3) Court Martial,  
three, and should have (5) five commissioned  
officers.—Article 79.

Regimental commanding officers of corps Court Martial.  
may remit all sentences whatever, and to direct  
the prisoner to be released, and return to duty.

—Art. 79.

Hours for, see “Time,” letter T.

Court Martial.

See “Seikhs,” letter S.

Court Martial.

See “Acquittals,” letter A.

Court Martial.

Calling evidence from other stations. See Court Martial.  
“Witnesses,” Letter W.

When superintending officer acts as inter- Court Martial.  
preter, certificate as required by G. O. C. C.,  
1st March 1848, to be attached to proceedings.  
G. O. C. C., 6th August, 1853.

See “Certificates,” letter C.

Court Martial.

If sentenced to hard labour and sent to the Court Martial.  
civil power, see G. O. C. C., 3rd March, 1853,  
page 109.

See “Detachment,” letter D.

Court Martial.

After the court martial has been confirmed, Court Martial.  
the charge, finding, and remarks are published  
in orders, and the prisoner, if dismissed, directed  
to be paid up and furnished with usual cer-  
tificate. Vide letter I, for discharge with  
ignominy.

Court Mar-  
tial. If a man pleads guilty, not called upon for his *defence*, but to state any extenuating circumstances.

Court Mar-  
tial. If a man is confined by, for a month, or any other period, application to be made to the Commissariat, under authority of station order, for two annas a-day subsistence for him, and he gets no pay.—Pay and Audit, 1849, page 252, section 25.

Court Mar-  
tial. Previous convictions. — G. O. C. C. 14th August, 1852, page 432.

Court Mar-  
tial. Moulvie and Pundit not to be used.—G. O. C. C. 23rd August, 1848.

Court Mar-  
tial. See “Commutation,” letter C, and “Detachment.”

Court Mar-  
tial. See “Trial,” letter T.

Cuttings. Sepoys’ pay, vide “Stoppages,” letter S.

Cuttings. Sepoys lose extra batta if, on the march of their regiments, they are left to take care of their lines, &c. When admitted into hospital, when attending sick in hospital, if left sick in hospital on line of march, they will, on rejoining, have extra batta drawn for them in arrears, with reference to the number of marches they may have had to perform, at 14 miles a-day, and one halt in seven days, and are not allowed extra batta when going to invalid committees.—Pay and Audit, 1849, page 45. No batta when on leave of absence.

## MEMORANDA FOR THE LETTER D.

An inventory of effects of officers dying to <sup>Deaths.</sup>  
be taken, and duplicate lodged in Adjutant's  
office.—Art. 102.

Officers', vide G. O. C. C. 12th Nov. 1851. <sup>Deaths,</sup>

No person, unless registered as a military <sup>Debts.</sup>  
bazaar man, can recover a debt in the Court of  
Requests.—G. O. P. C. 7th July, 1843.

From Oude, vide G. O. C. C. 13th March, <sup>Deserters</sup>  
1851, page 125.

Balance of, 1st January, to be sent to the <sup>Deserter's</sup>  
Deputy Paymaster of division.—G. O. G. G. <sup>Money.</sup>  
23rd June ; G. O. C. C. 1st July, 1826.

When small detachments of native troops <sup>Detach-</sup>  
are absent from their corps on command or <sup>ments.</sup>  
duty, it shall be put in orders by officer com-  
manding the division in which they are, that  
they be paid through M. B. or staff officer, by  
the paymaster of division. — Pay and Audit,  
1849, page 6.

To try cases punishable by imprisonment, <sup>Detachment</sup>  
not exceeding six months, and by special order. <sup>Court Mar-</sup>  
Cases triable by District Court Martial, but <sup>tial.</sup>  
only able to give six months' imprisonment.  
—Article 118.

May be assembled by an officer commanding <sup>Detachment</sup>  
any detachment of his own corps ; or an officer <sup>Court Mar-</sup>  
commanding detachment of different corps may <sup>tial</sup>

assemble a line Court Martial. These courts only have the power of regimental courts; but unless the detachment, whether of one corps or many, amounts to the strength of four troops or companies, an officer cannot carry into effect a sentence, till confirmed by the commanding officer of the man's corps, or the nearest officer holding a command equal to a regiment, unless on the march or river, when he may carry out the sentence.—Article 81.

**Discharges.** Sepoys not entitled to the invalids; pronounced by surgeon physically unfit for the service, to be examined by nearest standing medical committee; the committee to state whether the cause permanently disqualifies the man for the service. The proceedings to be sent for the orders of the Commander-in-Chief.—G. O. C. C. 5th Sept. 1851, page 430; vide section 18, paragraph 6, Standing Orders.

**Discharges** Or dismissals.—Pages 239 to 241 of Henley's Code.

**Discharges.** Sepoys, whose cases are brought to notice with a view to their discharge, to have a statement of their services in the field sent with their case.—G. O. C. C. 10th September 1851, page 435.

**Discharge,** For form of rolls for.—Vide Rolls, No. 1.

**Discharges.** Every native soldier entitled to claim discharge after three years' service in peace, if

the company is not ten men short, first to apply to officer commanding the company, who will report for information of commanding officer, who will put it in orders, or give him two months to consider.—Standing Orders, section 18.

Vide Recruits, letter R.

Discharge.

In certain cases, reference to be made to Discharges. Commander-in-Chief. — Standing Orders, section 18, paragraph 7.

Vide Sergeants, letter S.

Discharge.

Correct certificates of, to be given to men, Discharges. and to be in Hindostanee as well as English character.—G. O. C. C. 6th Dec. 1852, page 621.

See letter I, for with ignominy.

Discharges.

Men not entitled to invalids', reported unfit Discharges. for the service.—G. O. C. C. 5th Sept. 1851, page 430.

Sepoys recommended to be discharged as Discharge. physically unfit for the service, when letter is received from surgeon reporting the case, the commanding officer has a letter written to M. B., requesting the standing medical committee may assemble to report on the case, and rolls are made out in triplicate.—Vide Rolls. One roll sent to commanding officer and surgeon, to be filled in by them, and two other copies are prepared by Adjutant and sent for their signature. All the three rolls are



then sent to President of Standing Medical Committee, who returns them when signed by the committee, and then two copies are sent, with a letter asking for the Commander-in-Chief's order, and addressed to Adjutant-General through brigade office, and one copy kept in office.

**Discharges.** Officers strictly prohibited giving a man the option of taking his discharge or standing a Court Martial. — G. O. C. C. 7th April, 1854, page 187.

**Dismissed** Or struck off sepoy cannot be re-enrolled, without the orders of the Commander-in-Chief, and no arrears of pay, unless ordered by the Commander-in-Chief, to be drawn.—Page 170 New Code of Pay Regulations.

**Dress.** On line of march, treasure escort, or service, a muzzie wadded, and helmet forage cap to be worn.—Circular Adjutant-General's Office, No. 54, of 31st May, 1853, published in Cawnpore Division Orders of 6th June 1853.

**Drill.** To assist in bringing a regiment to a really creditable state under arms, the following hints are worth attention. A very severe punishment for talking in the ranks will prevent such unsoldier-like conduct, and ensure attention. A severe punishment to any one who, without orders, moves the least after the halt, on any pretence whatever, as this will teach the men

to stand steady, and give a firm and solid appearance to the regiment, which is so desirable; also a severe punishment for opening out from the pivot. In wheeling, in quarter distance, or close column, insist on the men stepping boldly out, and keeping closed up to the leading file of the wheeling flank, and to depend entirely on the commanding officer to decide by giving the word "Halt" or "Forward," when the rear companies have circled sufficiently; and punish severely any one who hangs back, by stepping short, or comes to his front, before the commanding officer's word of command signifies the completeness of the wheel; and also punish any man who, during the wheel, has not kept his distance in quarter distance column. When entering a column by the reverse flank, teach the officer to conduct his leading file by the nearest route to the spot where his reverse flank will halt, and from there file the men square into columns, that but little dressing up or back may be required after the halt. Take care that the flags for "passing in review," are no wider apart than will admit of the front of the strongest company passing through them.

No one to be recommended in the yearly **DrumMajor** rolls of drummers and fifers deemed fit for promotion to drum and fife major till a regimental

committee, presided over by the major or at least by a captain, has been held. The proceedings to be sent to Head Quarters with above roll.—G. O. C. C. 6th Sept. 1851, page 432.

**DrumMajor** Drum, fife, and bugle majors, to have the rank of havildar in the regiment.—G. O. C. C., 22nd March, 1853, page 146.

**Drummers.** Commanding officers may discharge, without reference, drummers and fifers received from orphan school, on their application, without reference to service, if he thinks it will be beneficial to the man.—Standing Orders, section 18.

**Drummers.** Drum and fife majors, drummers, fifers and buglers, are eligible for the rewards granted to sergeants in No. 196 of G. O., 20th May, 1848.—G. O. G. G., 23rd April, 1852, page 186.

**Drummers.** See "Pension," Letter P.

**Drummers.** Enlisting Christian, drummers' roll sent up to head-quarters through division, describing the man, signed by commanding officer and doctor, who certifies to his being fit for the service, with a letter addressed to adjutant general, asking permission to enlist him; when roll comes back with the remark upon it, "Enlistment sanctioned," the lad is entertained in regimental order the same day.

**Duty** Officers proceeding on, in steamers. See "Steamers," letter S.

Officers doing duty with other corps are considered the juniors of their rank.—Pay and Audit, 1849, page 87.

#### MEMORANDA FOR THE LETTER E.

G. O. C. C., 26th August, 1852, page 451. Enlisting Recruits.

A register of the proceeds of deceased non-commissioned officers and Sepoys' estates to be sent to the adjutant's office on the 31st December by officers commanding companies, to be copied into Regimental Register of Estates.—Standing Orders, 1st section, vide G. O., 19th May, 1807. Estates.

If no heir claims property after one year from date of death of non-commissioned officer or Sepoy, the money will be sent to the General Treasury.—Pay and Audit, 1849, page 114. Estates.

European commissioned and non-commissioned officers.—G. O. C. C., 2nd November, 1853, page 584. Estates.

G. O. C. C., 10th October, 1849, page 571. European Recruits.

See "Passing," letter P. Examination.

In the languages.—G. O. G. G., 7th July, 1851, and G. O. C. C., 4th June, 1853. Examination.

Application from officer for an exchange, letter addressed to Adjutant General of the Army, and countersigned by commanding officer, and sent through usual channel, certificate attached, that the conduct of the man has Exchange.

been that of a gentleman, and that there is nothing to his prejudice.

# MEMORANDA FOR THE LETTER F.

- Family            Claims to, G. O. C. C., 4th April, 1853.
- Pensions.
- Fife Major.     To have rank in regiment of havildar,  
G. O. C. C., 22nd March, 1853, page 146.
- Fifers.          Good conduct pay, vide "Drummers."
- Furlough.       Natives, number on sick; leave to be de-  
ducted from number allowed furlough. —  
G. O. C. C., 20th June, 1836.
- Furlough.       Acting appointments, vide Rolls.
- Furlough.       Applications for, to receive the sanction of  
the Commander-in-Chief before being sub-  
mitted to Government, vide G. O. C. C., 8th  
April, 1848.
- Furlough.       An officer applying for, having leave granted  
him by the Commander-in-Chief to visit a place,  
preparatory to applying for furlough, con-  
sidered a sufficient sanction from the Com-  
mander-in-Chief, an application for leave  
returned with this remark from Cawnpore,  
Assistant Adjutant-General's Office.
- Furlough.       Officers on furlough to the colonies, if re-  
quiring an extension of leave, to send their  
application, so as to ensure an answer being  
received in time for them to reach India within  
the original leave, if extension is not granted.  
—G. O. G. G., 29th September, 1841.

Applications for, to be accompanied with Furlough. statement of service.—G. O. C. C., 15th September, 1846.

Officers returning from, viâ Bombay, to be Furlough. entitled to Indian pay, &c, from date of arrival at Bombay, if their corps is at, or above Allahabad, and will get advance of pay, if ready to start from Bombay, to join within one month.—Pay and Audit, 1849, section 1. If the regiment is below Allahabad, only entitled to Indian pay, &c. from date they enter Bengal Presidency, a certificate of which must be furnished with first bill. — Pay and Audit, 1849, section 16, page 122.

See Bombay, Certificates of no demand. Furlough.

An officer on arriving in England, reports Furlough. himself in writing to Sir J. Melville, K.C.B., Secretary, East India House, he also lodges the certificates he brought with him from India, at the India House, where a warrant is prepared for the pay due to him, which amount he can draw himself personally, or through an agent, by giving him a power of attorney. Pay is issued quarterly, on the second Monday in Feb., May, Aug., and Nov., and on the first of those months a certificate of the officer's having appeared before him on that day, signed by a magistrate, minister, or any public functionary, above the signature of the officer ap-

pearing, must be sent to the India House by the officer or his agent. When the officer wishes to return to duty, he must apply for permission to do so through the Secretary of the India House.

#### MEMORANDA FOR THE LETTER G.

- Gratuity.** Recommending sergeants for, vide G. O., page 604, of 1851, and G. O. C. C., 22nd March, 1853.
- Grounds.** In cantonments.—G. O. C. C., 20th Jan. 1853, p. 36.

#### MEMORANDA FOR THE LETTER H.

- Hackeries.** Regimental. Order when sent for confirmation to be accompanied with doctor's certificate of their being necessary.
- Hackeries.** If regimental order, entertaining them at the requisition of the quarter-master, is issued, the order is not sent up for confirmation, but an extract is sent to quarter-master who will forward it, with a list of things, with the hackery.
- Hackeries.** See "Carriage."
- Hard Labour.** Sepoys sentenced to, to be struck off the regiment from date of confirmation of sentence.—Article 87.

Men sentenced to, for disgraceful conduct, <sup>Hard Labour.</sup> to be dismissed with ignominy.—Article 88.

Admittance into or discharge from station <sup>Hospital.</sup> hospitals from men on leave to be put in orders on day, notice comes to corps.

G. O. C. C., 31st Dec. 1852, G. O. G. G., <sup>Hutting Allowance.</sup> 18th Dec. 1852, G. O. C. C., 4th Oct. 1853, page 529.

#### MEMORANDA FOR THE LETTER I.

Discharge with, G. O. C. C., 14th Sep. 1853, <sup>Ignominy.</sup> page 449.

No native officer, non-commissioned officer, <sup>Imprisonment.</sup> drummer, sepoy, or camp follower, shall be entitled to pay and allowances, while imprisoned under sentence of court martial, but shall be clothed and subsisted as the Governor-General may direct from time to time.—No. 503, G. O. P. C., 11th Oct. 1850, G. O. C. C., page 634, and Article 112.

Non-commissioned officers and men confined <sup>Imprisonment.</sup> for short periods in quarter guards on other places by court martial, to be fed by the commissariat at the rate of two annas a day, and are not entitled to clothing. — No. 581 of G. O. P. C., 7th Nov. 1851.

Vide “Hard Labour.”

For more than six months, involves dis- <sup>Imprisonment.</sup> missal.



- Imprisonment.** Officers confined by the civil power for debt, are allowed to draw their pay and Indian allowances, for one year, after which pay only; if confined for three successive years, they will be struck off the army.—Pay and Audit, 1849, page 120.
- Imprisonment.** Officers confined by sentence of court martial, get pay only.—Pay and Audit, 1849, page 123.
- Imprisonment.** Men sentenced to simple imprisonment and to return to the ranks, are not made over to the civil power.—G. O. C. C., 9th September, 1850.
- Imprisonment.** Subsistence while under, G. O. C. C., 11th May, 1853, page 228.
- Inquiry. }  
Inquest. }** Vide Summary of Evidence and G. O. C. C., 14th August, 1852.
- Inspection.** Papers required at; inspection return in duplicate. Roll of men to be discharged in duplicate. Roll of men to be invalided in duplicate. Report of target practice in duplicate. Roll of men tried by court martial since last inspection to show name, crime, sentence, and *all* remarks also in duplicate. Qualifications of officers in native languages, showing if an officer has passed as interpreter at college, or at a provincial examination; or in Hindostanee at college or at a provincial examination, or only the vernacular. In pre-

paring the Decrease Return on first page of Inspection Return, the number of havildars returned as transfers given, will be the number of the native officers at the time *living* whose Jemadar's commission dates after last inspection.

Sepoys afflicted with ; rules about their dis- **Insanity.**  
posal.—G. O. C. C. 8th May, 1841, and G. O. C. C. 28th July, 1853, page 406. Not to get arrears of pay after re-enrolment. — Pay and Audit, 1849, page 272.

When superintending officer acts as, at court **Interpreter.**  
martial. See "Court Martial."

Sepoys must have served fifteen years before **Invalids.**  
getting the invalids, unless hurt on service, or duty, or wounded. — Pay and Audit, 1849, page 192.

When Division Order is published, officers **Invalids.**  
commanding companies are directed, in Regimental Orders, to send to the adjutant's office the next day rolls of men deemed fit for the invalids (vide "Rolls,") on the Rolls being received by the adjutant, they are sent to the commanding officer, and he asked when he will see the man, after he has seen them, one of the invalid rolls is sent to the commanding officer by the adjutant, and he is requested to fill in the remarks he may wish made in the column for that purpose, after which it is sent to

the doctor to do the same, when three more rolls are copied from it, and the four sent by dâk so as to reach division head quarters by the date ordered in Division Orders, one roll will be sent back to the regiment with the names of the men the committee will not invalid scratched out by a pen being passed through them. When the pension paymaster, either at Meerat or Allahabad, whichever is nearest, will be written to for as many invalid rolls as there are men passed for the invalids, and immediately after the 1st of May, the rolls will be filled up, and the last pay and clothing certificate, all but the general order, which the pension paymaster puts in, and they will be sent off to the adjutant of invalids.

Invalids. Men recommended for increase of pension after forty years to have recorded in the rolls if the man bears an unblemished character.—G. O. C. C., 7th March, 1853, page 117.

Inva'ids. Last pay certificate of invalids accuracy required.—G. O. C. C., 13th Feb. 1847.

Invalids. Officers invaliding to proceed to the head quarters of the division.—G. O. C. C., 8th May, 1847.

Invalids Must have served three years in rank, attained at the time of invaliding, to obtain the pension of that grade unless wounded.—Pay and Audit, 1849, page 193.

## MEMORANDA FOR THE LETTER K.

See G. O. C. C., 4th April, 1853, page 167. Kindred  
Rolls.

## MEMORANDA FOR THE LETTER L.

New form for leave.—G. O., 9th July, 1849, Leave.  
page 412.

Sepoys overstaying leave from sickness or Leave.  
other good cause, must have an application for  
extension to the date of joining made to divi-  
sion head quarters, or will lose their pay for  
the whole time of their absence over first leave.

—Letter addressed to A. A. G. of Division.

Medical certificate to be countersigned by Leave.  
commanding officer.

Native commissioned and non-commissioned Leave.  
officers, drummers and Sepoys, regulations for  
their leave.—Pages 237, 238, Henley's Code.

The thirty days of officers' leave must be Leave.  
inclusive of the day the leave begins, and of  
his rejoining.—D. P. M. Circular, 29th Sept.  
1848.

Officers sick leave not to be beyond 1st Nov. Leave.  
date of assembling of medical committee in the  
hills.—G. O. C. C., 7th Dec. 1836.

Native commissioned and non-commissioned Leave.  
officers and Sepoys on medical certificate.  
Doctor makes out medical certificate, gets it

signed by the standing medical committee, it is then sent to the major of brigade with a letter from the commanding officer applying for the leave, the leave is put in Station Orders and followed up in Regimental Orders, the doctor's certificate is countersigned by commanding officer, and sent to the officer commanding company, who makes out leave certificate, which must be in Hindostanee as well as in English.

**Leave.** Officers' leave in continuation of the rules regarding leave, laid down in G. O. of the 20th March, 1850, the Commander-in-Chief directs that, excepting under urgent circumstances, which are to be fully explained confidentially, if the applicant chooses, no applications for leave on private affairs shall be forwarded by the intermediate authorities, unless the proportion of officers present is equal to one per troop or company, exclusive of field officers and staff.—G. O. C. C., 27th March, 1850.

**Leave.** To staff and all officers for one month, irrespective of muster.—G. O. G. G., 20th March, 1851, page 152.

**Leave.** Sepoys absent for two months without leave, to be struck off. — Pay and Audit, 1849, page 261.

**Leave.** In extraordinary cases of real emergency, Sepoys may have leave for thirty days irre-

spective of muster dates to be put in muster rolls. — G. O. C. C., 10th Dec. 1851, page 592.

Officers can only have their thirty days in Leave. one half year; viz. from 1st Jan., and may be absent that muster to 30th June; or from 1st July, and may be absent that muster to 31st Dec.; but cannot have from 15th June, or any date in June to 15th, or any date in July, or from any date in Dec. to any date in Jan.— ‘Secretary Banks’ Letter, published in Jan. 1852, G. O. C. C., 10th June, 1852.

Officers to be allowed leave from muster on Leave. the 1st July and Jan., to pass examination.— G.O.C.C., 10th June, 1852.

On medical certificate an officer obtains leave Leave. from the officer commanding station for temporary leave to appear before the standing medical committee at the nearest station, takes with him medical certificate in duplicate, signed by the doctor and commanding officer, and statement of his case in duplicate, shows his certificate and statements of case to standing medical committee, who, if they pass him, all sign the certificate, and say how much leave they recommend him, the applicant sends one certificate and one statement of case to adjutant of regiment, with a letter addressed to Adjutant-General of the Army, applying for the pre-

scribed leave, the adjutant forwards all three documents, with an application made out after new form, through the brigade major or station staff to head quarters, statement of service required.—G. O. C. C., 15th Sept. 1846.

Leave. The number of men absent on sick leave to be deducted from the number to go on furlough. G. O. C. C., 20th June, 1836.

Leave. Applications to visit Cashmere to contain a report of permission from the board at Lahore having been obtained.—G. O. C. C., 16th Sept. 1850.

Leave. Regarding extensions on medical certificate when on temporary leave.—G. O. C. C., 6th July, 1846.

Leave. Officers applying for an extension of leave on medical certificate to send, with application addressed to the Adjutant-General of Army, a medical certificate signed by the man who has been attending him while on leave, and the members of the standing medical committee of the station, and a statement of the case since absent from the regiment made out by the doctor who has been attending him, and also a copy of the original statement of the case, made out by doctor of regiment when an officer is going on leave from the corps, and a copy of the original medical certificate given him by the regimental doctor, all these papers

to be sent with new form of application for leave.

Officers on leave between musters applying Leave. for general leave, to include period of first leave in application.—G. O. C. C., 27th Jan. 1840.

All officers on temporary leave allowed to go Leave. where they choose without restriction so as they can rejoin in the thirty days.—G. O. C. C., 29th March, 1851, page 152.

Vide Muster Rolls.

Leave.

To Lucknow to Sepoys to prosecute a case, Leave. rules regarding.—G. O. C. C., 24th Feb. 1853, page 98.

To officers. See "Muster Rolls."

Leave.

Officers only to have an aggregate of thirty Leave. days in six months, and dates to be put in muster rolls.—G. O. C. C., 6th May, 1853, page 223.

Officers going to sea for health, only to have Leave. as much preparatory leave to reach the Presidency as is laid down in the Boat Regulations, and the same time to rejoin their regiment, with a month for preparation. — G. O. C. C., 12th July, 1853, page 382.

Non-commissioned officers or Sepoys return- Leave. ing from leave and going into hospital, a certificate from regimental doctor to go with abstract, certifying the sickness does not proceed from overmarching.



- Leave.** Officers applying for extension of; to rejoin. New Form to be sent with applicant's letter, addressed to Adjutant General. — 9th July, 1849.
- Leave.** See Bombay, for officers' furlough or sick leave, via Bombay, home, or to Cape.
- Leave.** Officers to state whether they wish to go by Old or New Regulations in their applications for.—G. O. C. C., 23rd Feb. 1854, page 105.
- Leave.** To Cashmere and territories of Goolab Sing. —G. O. C. C., 15th March, 1854, page 145.
- Leave.** New rules for.—G. O. C. C., 11th Feb. 1854, page 85.
- Leave.** Certificate of Sepoys, &c.—G. O. C. C., 16th Jan. 1843.
- Leaves.** Officers overstaying, not to be put on duty by officers commanding stations to save their pay.—G. O. C. C., 12th April, 1854, page 195.
- Leave.** Staff officers applying for leave in India, not required by New Furlough Rules to vacate appointments. — G. O., No. 904, 4th Sept. 1855.
- Leave.** Rules for officers holding appointments directly under the Supreme Government.—G. O. G. G., 24th Sept. 1855.
- Length of Service.** Soldiers reduced to the ranks from the non-commissioned grade by court martial, forfeit their claim to extra pay after sixteen years' service till two years after their conviction,

unless specially sanctioned by the Commander-in-Chief.—Pay and Audit, 1849, page 249.

To head quarters parag. to be numbered.— Letters  
G. O. C. C., 27th March, 1854, page 168.

See "Certificates."

Life Certifi-  
cates.

A man cannot be tried for an offence com-  
mitted more than three years previous to the  
order for the court martial unless from absence  
or any other impediment having occurred, in  
which case such person may be tried at any  
time not exceeding two years after impediment  
shall have ceased.—Article 71.

Limitation  
of liability  
to trial.

Courts martial. See "Detachment Court Line  
Martial."

Of march or on rivers, an officer command- Line  
ing troops may try by regimental or detach-  
ment court martial, and confirm and execute  
sentence on the spot, proceedings to be sent to  
the Commander-in-Chief for his information,  
sentence in no case to exceed a regimental  
court martial sentence.—Article 69.

Vide "Leave to," letter L.

Lucknow.

#### MEMORANDA FOR THE LETTER M.

Vide "Hackeries."

Magazine  
Stores.

To be discharged in regimental orders on  
arrival of corps or detachments in cantonments.  
—Pay and Audit, 1849, page 239.

Marching  
Establish-  
ments.

Officers commanding corps or detachments Marching.

on the march, to notify to the pay department, every ten days, where to write to them.—G. O. C. C., 10th Feb. 1851.

**Marching.** Vide “Abstracts.”

**Marching.** Vide “Service.”

**Marching.** Vide “G. O. C. C., 18th June, 1849; G. O. C. C., 27th March, 1850; G. O. C. C., 22nd Oct. 1853, page 560.

**Marriage.** Certificates of, an authenticated copy and not the original, to be attached to the claim for subsistence, sent for the first time.—Circular 75, of 1849-50; May 28th, 1849.

**Memorials** To the Court of Directors to be sent in duplicate.

**Monthly Returns.** Vide “Returns.”

**Moonshee.** G. O. G. G., 9th Oct. 1850, page 630, to be allowed leave to appear before nearest college for examination, without giving a substitute, the certificate to state that the man is going up for examination.—G. O. C. C., 8th Sept. 1851, page 433.

**Musicians.** Sepoys entertained, two a company, by Regimental Order, without reference to Head Quarters, same as Sepoy, but are to be enlisted for fixed periods, not exceeding ten years. The period to be mentioned in the declaration read to him at the time of enlisting. The musician must give a written agreement to serve as sepoy musician for a certain period.—G. O. C. C.

12th Sept. 1851, page 441. The period of service to be mentioned in the Descriptive Roll sent to Head Quarters.—Page 21 of G. O. 1852.

G. O. C. C. 21st Jan. 1852.

Mustachios.

If the first of a month falls on a Monday, muster rolls must be sent in on Sunday.

Muster  
Rolls.

Dates of departure and return from temporary leave to be put in muster rolls.—G.O.C.C.

Muster  
Rolls.

29th March, 1851, page 152; G. O. C. C. 6th May, 1853.

Copy of, to be sent with original muster rolls for the signature of commanding officer, on the 1st and not on the 3rd, with the pay abstracts, as the copy must be signed by the same officer as signed the original.—Letter from Deputy-Master, Cawnpore, dated 11th March, 1853.

Muster  
Rolls.

#### MEMORANDA FOR THE LETTER N.

No military officer to proceed into any part of the Nepal frontiers, without the previous sanction of the President of Nepal.—G.O.P.C. 14th Sept. 1855.

Vide "Code."

New Code.

Cannot be punished by a Court Martial with flogging or imprisonment, without being first reduced to the ranks.—Article 110, page 118, Articles of War.

Non-com-  
missioned  
officers

Cannot be reduced to the ranks, but by a Court Martial only.—Order of Commander-in-

Non-com-  
missioned  
officers

Chief. They cannot be reduced for a limited period, or suspended from their rank, nor reduced from a higher to a lower grade of non-commissioned officers. — Article 110. Or imprisoned without being first reduced.

Non-com-  
missioned  
officers

Put under arrest, that is, ordered not to leave their hut, not confined like a Sepoy, if charged with any offence.—Article 70.

#### MEMORANDA FOR THE LETTER O.

Oaths.

See “Retirement.”—O.

Oaths.

See “Seikhs.”

Orders.

All orders sent for confirmation to be on half margin, and signed by the officer issuing them.

Order of  
British In-  
dia.

Names of all native officers who are members of, to be entered after the European non-commissioned officers, in the monthly returns.—G. O. C. C. 29th Sept. 1851, page 469.

Outfit Al-  
lowance

From military fund drawn at Bombay, by an officer drawing a bill for Rs. 300 on the Secretary Military Fund, at Calcutta, and getting some officer of any presidency to back it, he then sends it to the Agra Bank at Bombay, who will discount it. The officer writes to Secretary of Military Fund that he has given Bank the order, and sends a certificate of his not having Rs. 2,000.

## MEMORANDA FOR THE LETTER P.

At Bombay an officer goes to Pay Office, <sup>Passage</sup> quotes the date of the Bombay order granting <sup>Money.</sup> him his furlough, and a writer makes out his bill for Rs. 1,200, and, if he is going overland, he is told to call in a day or two, when, after audit, he can have the money; but if he is going by the Cape, the captain of the ship must draw the money in two bills, the first for Rs. 600 a few days before he sails, and the other half on the sailing of the vessel, through an agent.

Officers passing as interpreters or in Hindo- <sup>Passing.</sup> stanee, a report made to Adjutant-General for information of Commander-in-Chief of their general attainments, character and particular qualifications. — Circular No. 626, 21st Dec. 1843.

Rs. 1,000.—G. G. O. 19th March, 1852; 8th <sup>Passing</sup> Oct. 1852; 5th Aug. 1853; G. O. C. C. 18th Aug. 1853; G. O. P. C. 24th Aug. 1855.

Sepoys, amount to be cut.—See “Stoppages.” <sup>Pay.</sup>

Last pay certificate.—Vide “Invalids.” <sup>Pay.</sup>

Additional, for length of service not to be <sup>Pay.</sup> passed to men convicted by a Court Martial or reduced to the ranks from the non-commissioned grade till two years have elapsed since conviction, or the recommendation of the officer com-

manding the corps has been sanctioned by the Commander-in-Chief.—Circular 67 of 1848-49; 14th Oct. 1848.

**Pay.** Officers going on leave on private affairs or medical certificate can draw their pay &c. up to the end of the month preceding that in which they may quit their corps or station.—Pay and Audit, 1849, page 3.

**Pay.** Advances.—See “ Detachments,” and “ Prisoners.”

**Pay.** Officers are permitted to draw their arrears of pay, if any are due, on their arrival at a station, where there is a paymaster who will certify on the last pay certificate of that officer for what month he has been paid.—Pay and Audit, 1849, page 156.

**Pay.** Going on leave on medical certificate or private affairs, non-commissioned officers or Sepoy to be paid to the 1st of the month in which they leave their stations.—Pay and Audit, 1849, page 158.

**Pay.** Regimental staff officers on leave may draw a moiety of staff allowance with their arrears of pay. — Pay and Audit, 1849, paragraph 105, section 29.

**Pay.** Bombay, to draw pay, &c. up to date of leaving Bombay, an officer goes to pay office, takes a certificate of the date on which the vessel leaves, and draws his pay up to that

date. Abstract has to be audited, and in a day or two he can go and get the money.

See "Furlough."

Pay.

Must be a non-commissioned officer. — Pay Pay Havildar. and Audit, 1849, page 248.

When a vacancy occurs, rolls called for in Pay Havildar. regimental orders, with reference to eligibility, and the man approved of is put in orders.

When a widow entitled to a pension from Pensions. the services of her late husband, is married to an European non-commissioned officer or drummer in the regiment, and is permitted to draw her pension with the regiment, a life certificate is sent half-yearly, with a letter from the commanding officers, addressed to the Pension Paymaster, requesting a draft for the amount due for the last six months.

No native commissioned, non-commissioned Pensions. officer or Sepoy to get a pension until served 15 years, unless wounded or hurt on actual service, or on duty.—Pay and Audit, 1849, page 192. Must have served three years in the rank in which invalided before entitled to pension of that rank, unless disabled on service. — Pay and Audit, page 193.

Rolls.—Vide Pay and Audit, 1849, Art, 85 Pensions. and 86, page 195.

For wounds. — New Orders, page 220 of Pensions. G. O. C. C. 18th May, 1852.



- Pensions.** When draft for six months' advance arrives for invalids from Pension Pay-master, they are taken up to the Commanding Officer and paid in his presence by Adjutant. The date of payment, and the sum paid, is entered, and the parties receiving and paying the money sign the roll, after which it is given to the pensioners and a receipt for the whole amount is sent to the paymaster, signed by commanding officer.
- Pensions.** See "Sergeants."
- Pensions.** Claims to family pensions, how to be investigated. — G. O. C. C. April 4th, 1853, page 167.
- Pensions.** Service does not count for pension till after the age of sixteen, after date of G. O. C. C. 7th May, 1853, page 224, and G. O. G. G. 29th April, 1853.
- Pensions.** For non-combatants to such as clashees, bherstics, &c.—Page 486 G. O. C. C. 7th Sept. 1853.
- Petitions** Sent to Lucknow. — Vide G. O. C. C. 13th March, 1851.
- Petitions** To Lucknow, form for. — G. O. C. C. 6th July, 1849.
- Postage.** Officers on sick or private leave, to pay for their pay bills, and all letters connected with their absence. — G. O. P. C. No. 340, 28th June, 1850.

Target practice, thirty rounds per man allowed or ten days' firing. Practice.

Rules of.—G. G. O. April 27th, 1855. Precedence.

Native officers or soldiers, if acquitted by the civil authorities of any crime for which they have been confined, to have drawn for them arrears of pay and half batta, growing due during their confinement.—Circular No. 73 of 1848; of 28th Feb. 1849. Native officers and Sepoys are entitled to pay paper, irrespective of diet found them by the commissariat or civil power, when imprisoned under the sentence of a general regimental or other court martial or criminal judicature.—Circular No. 72 of 1848-49, of 2nd Jan. 1849. Prisoners.

Rules for new system of. — G. O. No. 336, March 23rd, 1855, and G. O. G. G. 21st Sept. 1853; G. O. P. C. 10th Aug. 1855, and G. O. G. G. Jan. 4th, 1856. Promotions

Forwarding letter to be sent with promotion roll of native officers. Promotions

When vacancy occurs, rolls called for in regimental order of eligibility, and the men approved of are put in orders by G. O. C. C. 18th Oct. 1850. The names of all men passed over are to be published in orders, with the reasons and by the same order. — Page 627. Old non-commissioned officers are not to be passed over without strong reasons. Promotions

**Promotions** See "Rolls."

**Promotions** If a native officer dies or is murdered, &c. no report made, but he is struck off in Regimental Order, and returned in Monthly Returns accordingly, and Rolls in duplicate recommending seniors, or as the case may be for promotion sent through usual channel to head quarters.

**Promotions** Officers to state in the column of remarks when sending in the rolls for promotion whether the man can read and write, put a squad through first part if a Sepoy, and first and second parts of Torrens, if a Naick, a regimental order only, but a good one.

**Promotions** Notwithstanding the repeated orders (G. O., 9th Sept. 1843, 11th Dec. 1843, 13th Oct. 1848) that have been issued, regarding the necessity for all documents sent to head quarters being complete in themselves, without referring to any other source, for their elucidation, several of the rolls of native officers and non-commissioned officers recommended for promotion, recently received in the Adjutant-General's Office, contain the names of individuals proposed to be passed over with no other information concerning them than the remark "Passed over before," or "frequently passed over before," observations in themselves wholly unintelligible and oftentimes

calling for troublesome search to discover when and for what reason the parties so adverted to had been considered unfit for further advancement. The attention of commanding officers is now called to the General Order, 6th Nov. 1813, which requires that the cases of such men shall be fully explained, and reference to rolls previously furnished thereby avoided. No promotion rolls, in room of men invalided, are, in future, to be forwarded for submission to his Excellency until the General Orders, transferring the parties to the invalid establishment, who occasion the vacancies required to be filled up, shall have been published, and when the seniors of the different grades are recommended for advancement, the insertion of additional names in the rolls, as is now sometimes done, is quite unnecessary and not to be permitted.—G. O. C. C., 6th June, 1850.

A commanding officer may give extra drill, <sup>Punish-</sup>with or without pack for fifteen days, confinement <sup>ments.</sup> to barrack limits fifteen days, confinement in quarter guard for seven days. Removal from staff on acting appointments, cleaning accoutrements of men in hospital, solitary confinement for seven days.—Article 112.

Rules regarding Sepoys possessing arms in Punjaub. the Punjaub.—G. O. C. C., 27th March, 1854, page 167.

## MEMORANDA FOR THE LETTER R.

- Recommended.** Men recommended for advancement to have a statement of their services in the field sent with cases.—G. O. C. C., 10th Sept. 1851, page 435.
- Recruits.** Their pay, if deserters, before standing two musters to be drawn at two annas a day.—Circular of Deputy Paymaster, 27th April, 1848.
- Recruiting** Parties not to be sent without an order from the Commander-in-Chief.—Pay and Audit, 1849, page 255.
- Vide G. O. C. C., 26th Aug. 1852, page 451; G. O. C. C., 22nd Aug. 1853, page 457; G. O. C. C., 10th March, 1854, page 159.
- Recruits** Can at any time, without reference, be discharged if awkward.—Standing Orders, section 18.
- Recruits** Allowed 80 rounds of blank ammunition and thirty of balled per man.
- Recruits.** See "Seikhs" and "Oaths."
- References** To the Commander-in-Chief all the documents connected with it to be sent in duplicate.—G. O. C. C., 28th July, 1851.
- Remit** Sentences of court martial, commanding officer of corps has power to, vide 79th Article, and under letter C.
- Reporting.** Arriving from furlough, officers to report personally to town major unless sick, and date

of return to duty to count from signature of town major of their certificates. To report also to adjutant general and town major at Bombay, if going or coming back that way.—G. O. P. C., of No. 653, of 12th Dec. 1851, also to the Secretary of Government Military Department, and officer in charge of Adjutant-General's Office, Bengal Presidency, a certificate of departure, signed by pilot or commander of ship, to be sent with report, or furlough to count from date of general order granting it. — G. O. P. C., 17th Jan. 1851.

Officers to report their arrival at and de- Reports.  
parture from stations.—G. O., 21st Sept. 1825;  
G. O. C. C., 11th March, 1851.

Officers on leave to report monthly direct to Reports.  
the Adjutant-General's place of residence, if  
marching progress, report to be sent. —  
G. O. C. C., 8th Aug. 1846.

Officers on leave to Simla to report their Reports.  
arrival and place of residence to the Adjutant-  
General.—G. O. C. C., 13th April, 1846.

European or native.—G. O. C. C., 15th Requests,  
June, 1853, page 286. Court of,

Or retiring from the service, the date of Resigning  
doing so, to be a prospective one.—G. O. C. C.,  
18th Jan. 1847. See "Retirement."

See "Resigning."

Retiring.

Oath of having received no pecuniary con- Retirement

sideration to retire, not to be administered.—  
G. O. G. G., 2nd May, 1838.

**Retirement** Officers retiring from the service in Europe, shall be considered to have done so from date of application or from expiration of two and a half years from the commencement of their furlough, whichever shall first happen.—Pay and Audit, 1849, page 119.

**Retirement** To receive the sanction of the Commander-in-Chief before being submitted to Government.—G. O. C. C., 8th April, 1848.

**Retirement.** Officers to specify the date on which retirement, resignation, or transfer to the invalids to have effect.—Vide G. O. P. C., 6th Jan. 1847.

**Retrenchments.** Appeals against, sent to Adjutant-General of Army for submission to Commander-in-Chief, the whole of the documents to be in duplicate.—G. O. C. C., 28th July, 1851.

**Return** From Europe, date of arrival to be reckoned from the day the report is made to town major, the report to be made in person unless sick.

**Returns.** Monthly. A list of the monthly returns and periodical papers, which are required from regiments, is not given as the list is a long one, and can be obtained from any adjutant's office when required by an adjutant of a wing, &c.

**Revising** Sentence, never to be done more than once, and no new evidence to be taken. All mem-

bers to be present if possible, or at least three ;  
if any absent, the same to be noticed on face of  
proceedings.

Rules for officers applying to study at. — Bourkee.  
G. O. C. C., 6th Oct. 1852, page 516.

Arranged below. Vide "Promotions" and Rolls.  
"Invalids."



Roll of a man in the ——— Company, —

Rank and Name.	Caste.	Date of Enlisting.
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Station and date.

Roll of men who have died during the past year  
their estates, together with those remaining

Names.	Rank.	Date of Decease.
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Station ——— Always dated and sent 31st Dec.

Roll of non-commissioned officers and Sepoys recommended  
in room of those proceeding on furlough

No. on Roll of Company.	Rank and Name.	Service.	
		Years.	Months.

Station and date.

Roll of Native Commissioned and Non-commissioned  
——— Regiment N. I., deemed fit objects

Rank and Name.	Caste.	Present Age.	Date of Enlisting.
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Station and date.

Roll of a Non-commissioned Officer recommended for  
—— Company, ——— Regiment, N I. in room of —

No. on Roll of Company.	Rank and Name.
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Station and date.

**1.**

Regiment N. I. desirous of taking his discharge.

Service.	Character and Remarks—Reasons.
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Signature

**2.**

No. ——— Company ——— Regiment N. I., and how  
and on 31st Dec. last, have been disposed of.

Amount.	How Disposed of.
---------	------------------

Signature

**3.**

to act as havildar, naick, and lance naick, respectively, in  
Bead, or remanded to former grade, &c.

In whose room.	Extract of Character, Roll, and Remarks.
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Signature

**4.**

Officers, Drummers and Sepoys of the ——— Company,  
to appear before the Invaliding Committee.

Date of Promotion to present Rank.	Service.		Remarks & Reasons.
	Yrs.	Mths.	

Signature

**5.**

Appointment of Pay Havildar (or acting Pay Havildar) to the  
dead, promoted, reduced, suspended, or on furlough.

Extracts from Character Roll and Remarks of Officer commanding the Company.
-----------------------------------------------------------------------------

Signature

Roll of a Naick or Sepoy ——— Company, —  
for in Regimental O

Rank and Name.	Caste.	Present Age.		Height.		Service.	
		Years.	Months.	Feet.	Inches.	Years.	M

Station and date.

Roll of men of ——— Company 55th Regi

Rank and Name.	No. of Days.	By whom awarded
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Station and date.

Roll of a man of the ——— Regiment ——— r

Regimental Number.	Company.	Rank and Name.	Age.		Service.		Date of Enl
			Years.	Mths.	Years.	Months.	

Signature of Adjutant.

Surgeon of Regiment.

Descriptive Roll of Quarter-Master-Sergeant A.  
to the ——— Regiment N.

Name.	Rank	Former Corps and present Situation	Present Age.		Height.		Colour of Hair.	Com-plexion.	Occupation.	Co
			Years.	Months.	Feet.	Inches.				

Signed ——— Lt.

Adjt. ——— Regt. N. I.

Roll of a Sergeant of the ——— Regiment recomme  
services, granted by Art. 1 &

Name.	Date of Enlisting.	Character.
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Signature of Adjutant.

This Roll is to be prepared on an open sheet of foolscap paper with a space also written on the back of it.

*N.B.*—Sergeants in the performance of regimental duty only are to be

Regiment N. I. recommended for promotion as called

f \_\_\_\_\_ date \_\_\_\_\_.

Date of Enlistment.	Date of promotion to Naick.	Extract from Character Roll and Remuneration by Officer commanding Company.— "Promotion."
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Signature

Regiment N. I. sentenced to punishment-drill yesterday.

Cause of Punishment.

Signature

Regiment N. I. recommended to be discharged as physically unfit for duty.

Remarks by Commanding Officer.	Remarks by Regimental Surgeon.	Remarks by Standing Medical Committee.
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} President  
Members of Standing Med. Com.

Commanding Office

Regiment N. I. appointed Sergeant-Major

E. O. C. C. \_\_\_\_\_ 18

Station and date

Town.	Country.	Date of attestation where and when first enlisted.	Term of Contract Service.	In what ship arrived from Europe and where and from what service entertained.	Where and when re-enlisted.	Remarks.
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\_\_\_\_\_ Lieut.-Col., commanding \_\_\_\_\_ Regt

10.

For the Annuity and Medal for distinguished meritorious

E. G. O. No. 196, 20th May, 1848.

Station and date

Record of distinguished and meritorious services.

Signature of Commanding Officer

Blank in the centre for binding, and the heading of the roll in every case is to

be added for this reward.

## MEMORANDA FOR THE LETTER S.

- Seikhs.** Recruits or witnesses.—Vide G. O. C. C. 7th Oct. 1853.
- Sentences.** Vide “Revision.”
- Sergeant-Majors.** Vide “Aunuity.”
- Sergeants.** Application from, to exchange into other corps, or to return to the branch of the service to which they belong, must be accompanied with a descriptive roll, giving a full character, and also his reasons for wishing to return to his regiment.—G. O. C. C. 4th Aug. 1852.
- Sergeants.** When promoted from quarter-master sergeants to sergeant-major, and removed to another corps, Roll No. 9, Letter R, sent to the officer commanding the sergeants’ new corps.
- Sergeants’** Roll to be sent when European sergeant applies for advancement, pension, or discharge.—G. O. C. C. 10th Nov. 1852. Prepared on open sheet of foolscap paper, a space of an inch left blank in the centre ; goes in duplicate, first to the town-major, Fort William, for his counter-signature, and is then sent through the regular channel to head quarters.
- Sergeants.** Leave may be granted to them on medical certificate or private affairs by officers commanding divisions.—G. O. C. C. 20th Jan. 1853.
- Sergeants.** Vide “Bazaar.”
- Service.** Previous to a regiment proceeding on ser-

vice, sick or weakly men to be sent before a medical committee and drafted, and sent to their homes on sick leave. — G. O. C. C. 31st Dec. 1852.

New form of return to be sent yearly.—G. O. Sicknes.  
C. C. 12th Sept. 1851.

See "Leave going into hospital or return- Sicknes.  
ing from."

Rules for vacation of staff appointments.— Staff.  
G. O. G. G. 21st Sept. 1855.

Rules regarding. — G. O. G. G. 10th June, Staff Em-  
1853. ploy.

Six officers only, including all ranks, can be Staff Em-  
permanently detached from a regiment.—G. O. ploy.  
G. G. 10th June, 1853.

Officers applying for, through Military Secre- Staff Em-  
tary; letter to be countersigned by command- ploy.  
ing officer, and sent direct, with a statement of  
services.—G. O. C. C. 10th Feb. 1851.

Pay havildar or drill havildar or naick going Staff Situa-  
on leave, a man to be put in to act, but not tions.  
for colour havildar. — Pay and Audit, 1849,  
page 260.

Rates of table money allowed by Govern- Steamers.  
ment to officers proceeding on duty in steamers.  
—G. O. P. C. 14th July, 1849.

A man to make good things lost or injured, Stoppages.  
&c. not to be cut on any account for more than  
one year, under one sentence, and never to be

cut more than half of his pay and allowances, nor while under stoppages, nor while under stoppages, to half his pay and allowances can he be put under stoppages prospectively. — Article 89.

Subadar  
Major

Draws Rs. 25 a-month extra. — Pay and Audit, 1849, page 249. Vide letter O for “Order of British India.”

Summary of  
Evidence.

How to be taken. — G. O. C. C. 14th Aug. 1852.

Superin-  
tending  
Officer

Of court martial to be not less than four years' service, unless there is no officer of that standing or the adjutant of the regiment available.—Article 91.

#### MEMORANDA FOR THE LETTER T.

Target  
Practice.

Thirty rounds per man allowed during the season, to be reckoned from 1st May of one year to 30th April of the next. Indents for ammunition sent in by the quarter-master on the 1st May, and all practice ammunition remaining in store on that date to be deducted from indent.

Time.

Hours for court martial between six o'clock a.m. and four o'clock p.m., except when an immediate example is necessary.—Article 90.

Time.

To rejoin regiment or to travel from one station to another.—G. O. C. C. 13th Oct. 1853, page 544.

Not considered a substantive appointment, <sup>Treasure Chest.</sup> and an officer going on leave, while holding it, is not entitled to a moiety of the allowances.— Pay and Audit, page 334.

Officers going in command of, to apply for <sup>Treasure Escort.</sup> a memorandum of Lt.-Gov. of the N. W. Provinces. — G. O. C. C. 3rd May, 1850; G. O. 13th Aug. 1844; G. O. C. C. 18th June, 1853; G. O. C. C. 4th March, 1854; G. O. C. C. 21st March, 1854.

No second trial allowed for same offence.— <sup>Trial</sup> Vide “Acquitted.”

#### MEMORANDA FOR THE LETTER U.

Not to be retained on the rolls from motives <sup>Useless Men</sup> of humanity.—G. O. C. C., 7th Sept. 1853.

#### MEMORANDA FOR THE LETTER W.

When a wing is detached, officer command- <sup>Wings.</sup> ing it sends to the adjutant of the regiment a “weekly present state,” and on the 1st of every month, a copy of the orders, issued to the wing during the past month, signed by himself and the adjutant of wing.

When a regiment is separated and has a wing <sup>Wings.</sup> at another station, all appointments to act as havildar, naick, &c., must be made in regimental orders by officer commanding regiment. The officer commanding the company sends recom-



mendation roll through officer commanding the wing, who countersigns and forwards it on to the adjutant of regiment.

**Witnesses.** At court martial called by prisoners, to pay own travelling expenses, if it should appear that they have been wantonly called on.—G. O. C. C., 24th April, 1850.

**Witnesses.** See "Seikhs."

**Wounds.** Pensions for, to native officers, &c. to be regulated as laid down in 89th parag. sect. 21st of Pay Code for 1849.—G. O. C. C., 8th Oct. 1852.

#### MEMORANDA FOR THE LETTER Y.

**Yearly.** Vide "Deserter's Money."







